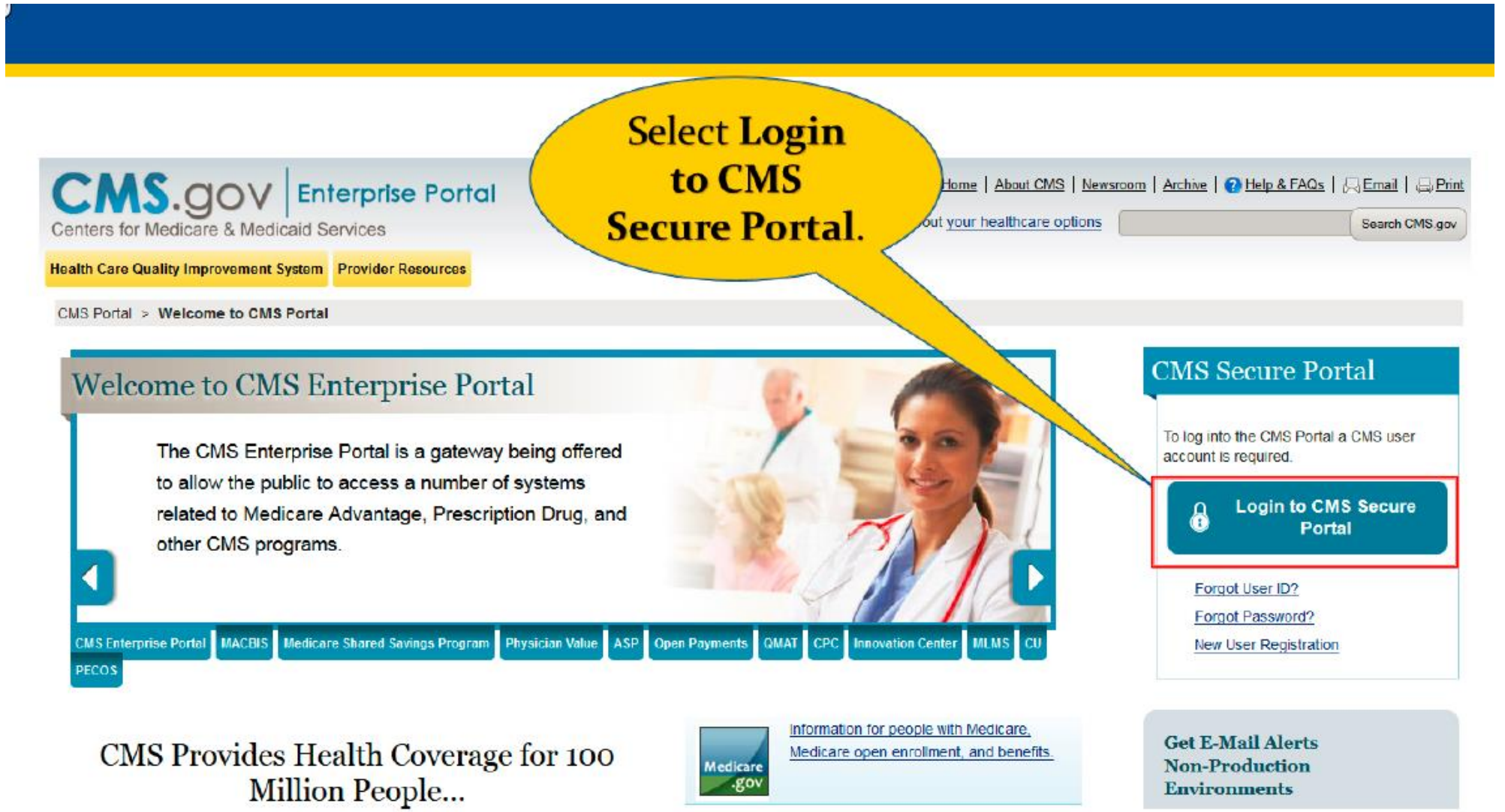
Plan Year 2018 FFM State-IPA Training

System Requirements

- For your internet browser, use Firefox or Chrome
  - If you are having issues, clear the cache/history of your browser
- Enable Javascript
- Download latest version of Adobe Flash
- Allow Pop-Up Windows
- Please read over Computer Configuration Requirements for additional guidance

https://portal.cms.gov/



If you have forgotten your User ID or password, click the appropriate links below the **Login to CMS Secure Portal** button.

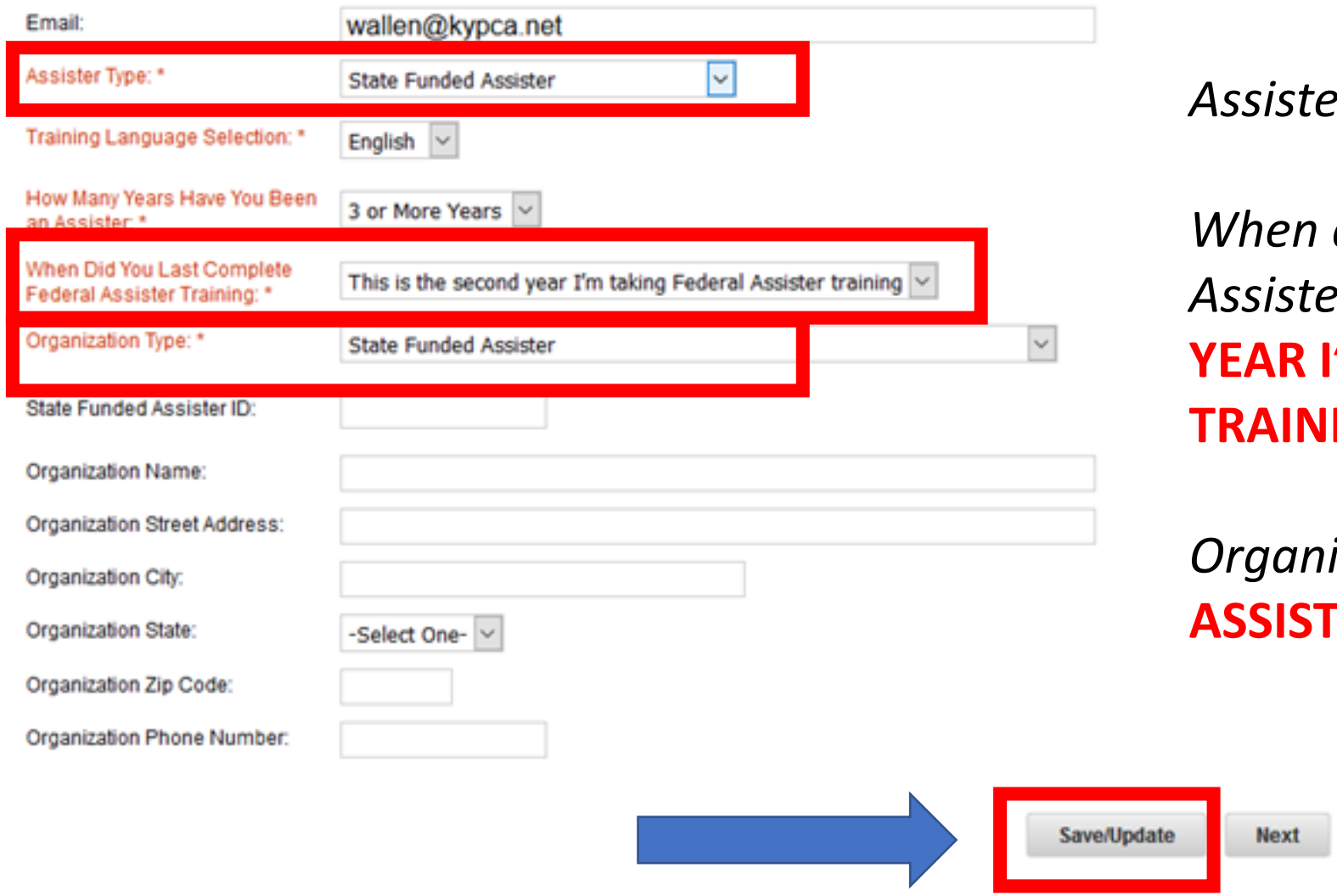
Use the same User ID you created last year

> DO NOT create a new User ID
> If you've forgotten your User ID from last year, please use the "Forgot User ID" link

If the **MLMS** tab does not appear on your portal page, you will need to request access to the MLMS. See **page 34** for further instructions.

Welcome to the MLMS

Prior to navigation to the MLMS homepage, you are required to enter/validate your assister profile information.
New users: Please enter you assiter information and click the "Save/Update" button at the bottom of the screen to be re-directed to the MLMS Homepage.
Existing users: You may update your profile and click the "Save/Update" button or click the "Next" button if your information is valid.
Note: Navigators/Federal IPA users, your organization information will be obtained from HIOS and does not require manual entry.



Assister Type: **STATE FUNDED ASSISTER**

When did you last complete Federal Assister Training: **THIS IS THE SECOND YEAR I'M TAKING FEDERAL ASSISTER TRAINING**

Organization Type: **STATE FUNDED ASSISTER**

Training Options

View the knowledge resources that have been recommended to you.

Active | Bookmarked | Ignored

Recommendations

Recommended in the Past (Days) 10 Recommendation Type All

Restore Defaults

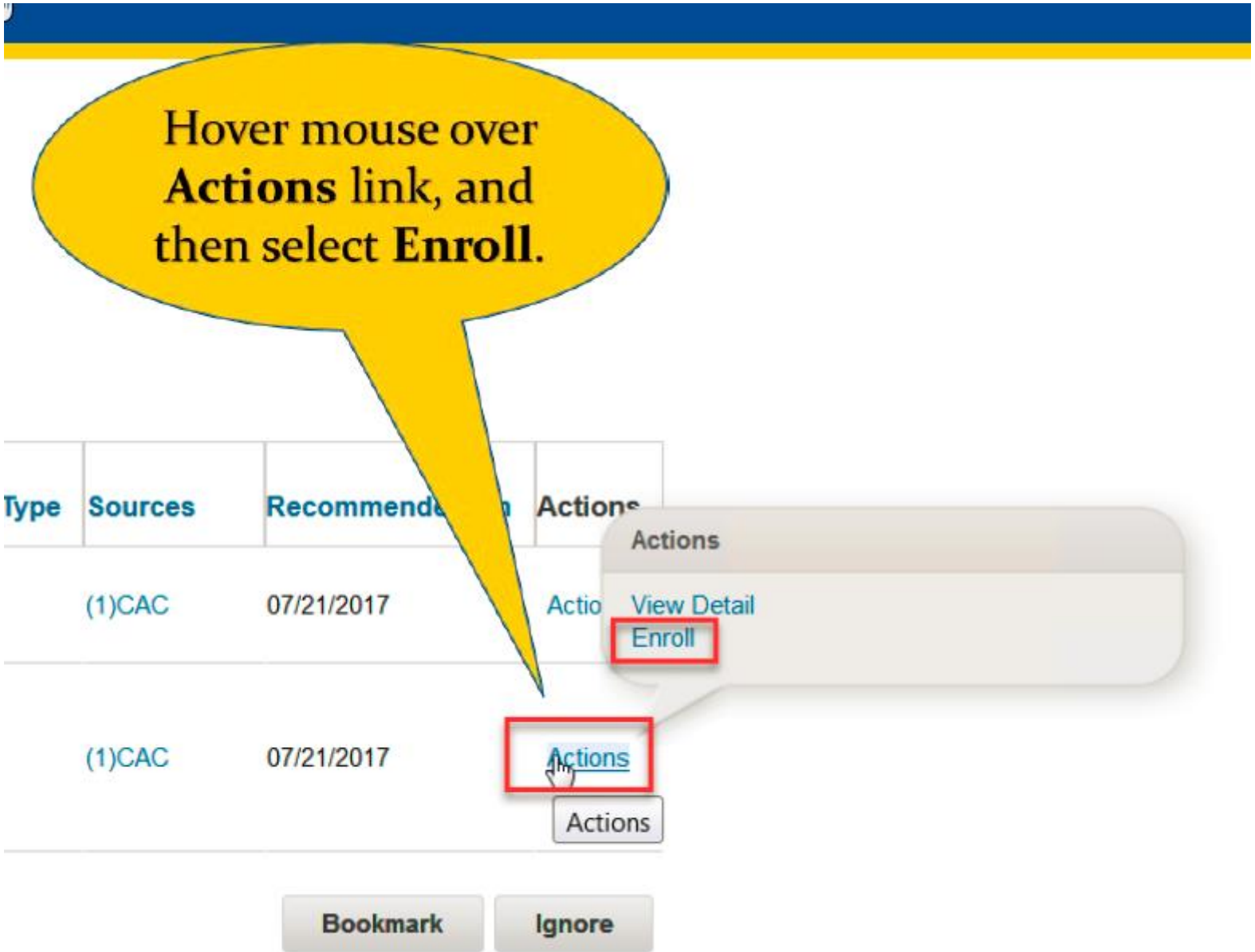
Group by Recommendation Type

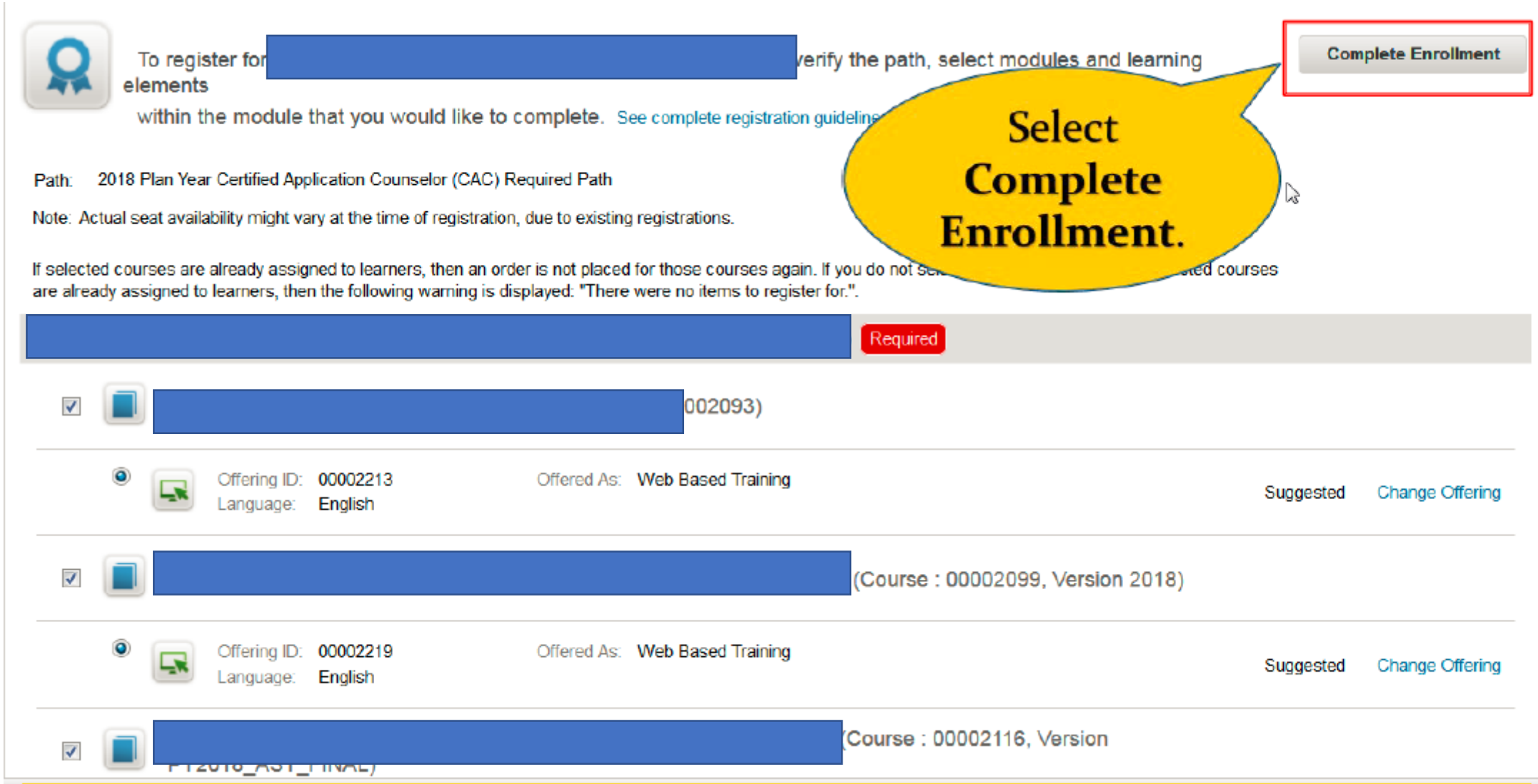
Active Recommendations

	Recommendation	Recommendation Type	Sources	Recommended On	Actions
☐	PY2018 Non-Certified Navigator	Curriculum	(2)StateIPA	08/04/2017	Actions
☐	PY2018 Non-Certified Navigator Refresher	Curriculum	(2)Other	08/04/2017	Actions
☐	PY2018 State IPA	Curriculum	(1)StateIPA	08/04/2017	Actions
☐	PY2018 - Certified Application Counselor (CAC) Curriculum	Curriculum	(1)Other	08/04/2017	Actions

Bookmark Ignore

PY2018 State IPA Curriculum


Hover mouse over **Actions** link, and then select **Enroll**.
Type
Sources
Recommende
Actions
(1)CAC
07/21/2017
Actio
View Detail
Enroll
(1)CAC
07/21/2017
Actions
Actions
Bookmark
Ignore


To register for [redacted] verify the path, select modules and learning elements
within the module that you would like to complete. See complete registration guidelin
Complete Enrollment
Select Complete Enrollment.
Path: 2018 Plan Year Certified Application Counselor (CAC) Required Path
Note: Actual seat availability might vary at the time of registration, due to existing registrations.
If selected courses are already assigned to learners, then an order is not placed for those courses again. If you do not se ted courses are already assigned to learners, then the following warning is displayed: "There were no items to register for.".
[redacted] Required
[redacted] 002093)
Offering ID: 00002213
Language: English
Offered As: Web Based Training
Suggested
Change Offering
[redacted] (Course : 00002099, Version 2018)
Offering ID: 00002219
Language: English
Offered As: Web Based Training
Suggested
Change Offering
[redacted] (Course : 00002116, Version

Registration Confirmation

Printer Friendly Version

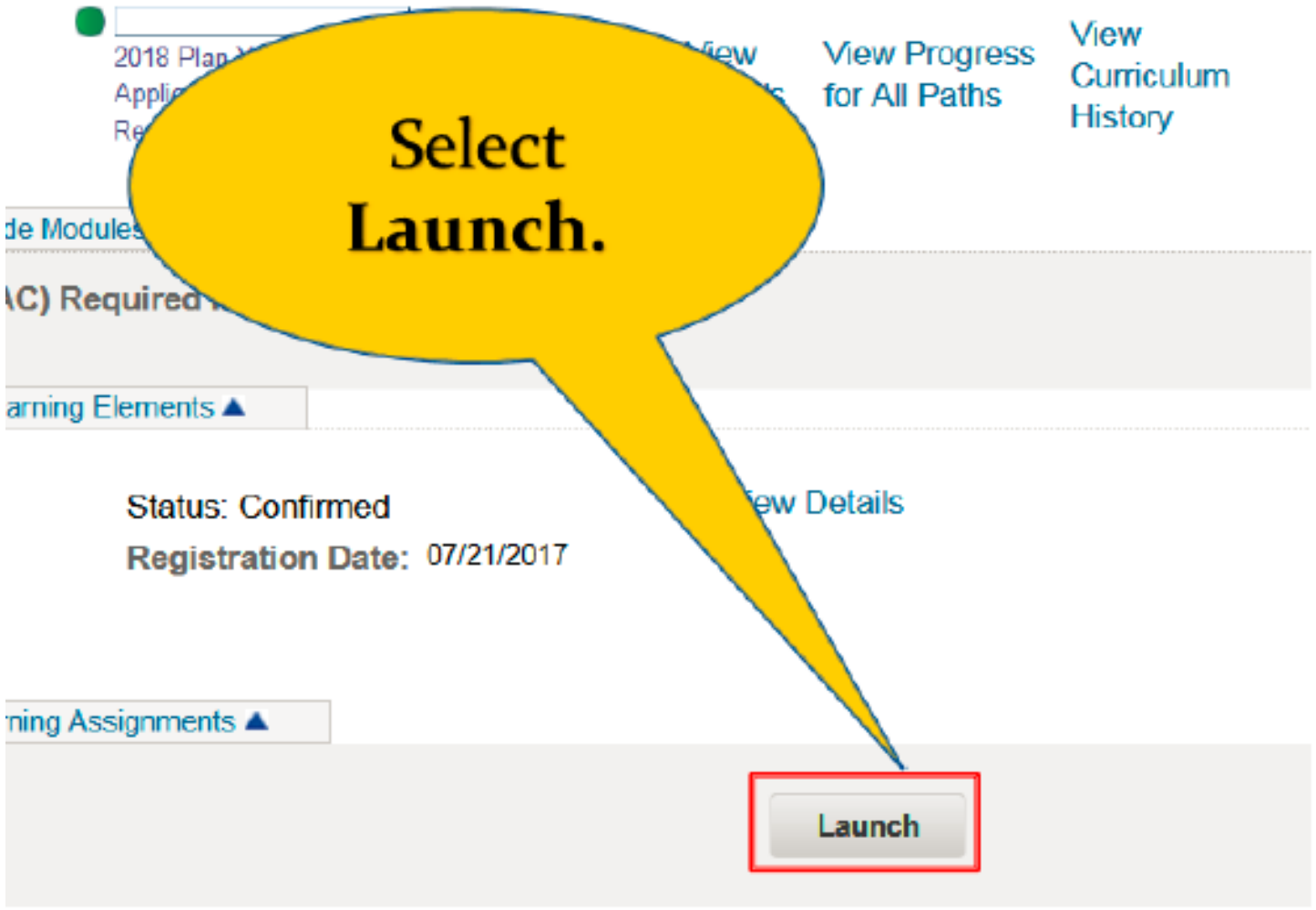
Order Contact	testfirst testlast
Billed To	Assister
Order Status	Confirmed
Order Number	00058238

Order Items

Title	Learners	Delivery Type	Status	Actions
[redacted]				
PY2018_MLMS_AST_001 Traning Overview		Web Based Training	Confirmed	Notes
PY2018_MLMS_AST_015 Assister Standard Operating Procedures		Web Based Training	Confirmed	Notes
PY2018_MLMS_AST_101 Advanced Marketplace Issues & Technical Support		Web Based Training	Confirmed	Notes

Select Go to Current Learning.

Go to Curriculum Details | Go to Current Learning

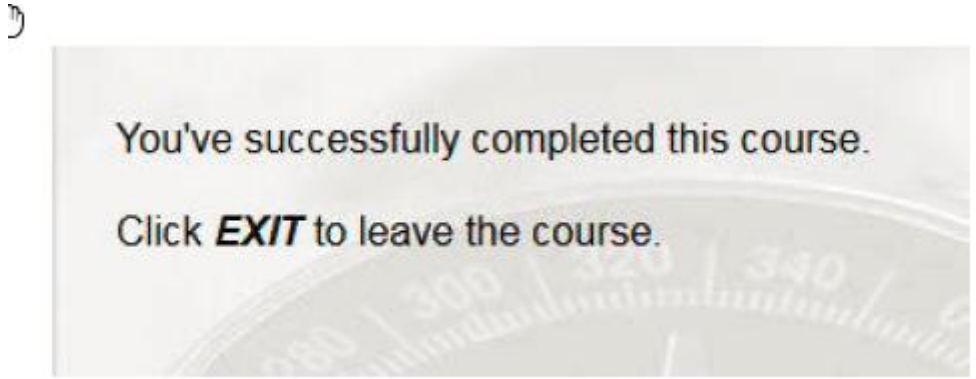

View Progress for All Paths
View Curriculum History
Select Launch.
Status: Confirmed
Registration Date: 07/21/2017
Launch

How the training will work

- 15 modules for state-IPAs
- Knowledge checks throughout the module
- Select every link on the page to activate the NEXT button
- Assessment at the end of each module (no comprehensive exam at the end)
  - Must get 80% to pass
  - Can retake the assessment (will not give you correct answers at the end)
- The Enterprise Portal times out every 30 minutes. Click the Portal window every 28 minutes and look for a pop-up box to continue the current session. If you timeout, you may need to clear your cache, or log back in twice in order to see the MLMS>Training link on your CMS Portal page.

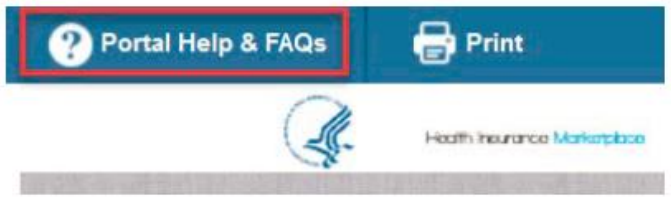
Reminders:

- Don’t click the browser’s BACK button
  - If you click the Back button you will need to refresh the page and navigate to your previous location. You can use Back within the training content window.
- The course is not finished until you see the following words:



Help Desk Resources

- CMS Enterprise Portal Help Desk
  - 855-267-1515
  - CMS_FEPS@CMS.hhs.gov
    - User ID / Password Issues
    - No access to MLMS



- MLMS Help Desk
  - MLMSHelpDesk@cms.hhs.gov
    - Can't print my certificate
    - Can't find curriculum
    - Training is not launching